

The Professional Teaching and Learning Portfolio Kaufman

Your portfolio reflects your philosophy of teaching and learning, your experiences as a teacher and learner, your specific skills, and your teaching and learning practices. It demonstrates a symbiotic relationship among all these aspects and showcases your ability to become a teacher leader. Each individual's portfolio will be different in some ways: format it to highlight your personality and specific strengths—make it your own. As you develop it, consider how you will represent the following aspects of your educational life:

- Teaching philosophy and educational beliefs
- Understandings of learning theory
- Knowledge of subject matter
- Classroom management and organization approaches
- Knowledge and use of technology
- Assessment and evaluation approaches
- Meeting needs of diverse students
- Teaching English language learners
- Teacher leadership
- Collaboration
- Who you are as a teacher, learner, and person outside of school

POSSIBLE ARTIFACTS

- Introduction describing the focus (foci) of your portfolio
- Statement(s) of educational philosophy
- Transcripts
- Resume
- Certification
- Letters of recommendation
- Self-reflections on your own learning and teaching practices
- Notes from students that highlight aspects of your work
- Lesson plans that reflect your skills, knowledge, or learning
- Examples of assignments that reflect your skills and beliefs
- Examples of student work that represent their learning through your teaching
- Assessments and evaluations of student work, both formative and summative
- Examples of your own writing and learning
- Evidence of learning through IB/M program coursework and activities
- Artifacts representing personal interests that may inform teaching and learning
- Clinic/student teaching evaluations from supervisors and cooperating teachers
- Inquiry project abstract or summary
- Conference presentations
- Photos that represent specific aspects of your teaching and student learning
- Photos that represent your classroom design and organization
- Access to your blogs or other online writing
- Artifacts that represent your use of technology
- Video recordings of your teaching and learning
- Awards and honors that you have received
- Documentation of your personal accomplishments over the past three years
- Evidence of reflective and inquiry-based practice
- Achievement of the “standards” of your area of specialization
- Goals for further growth and plans for achieving them
- Evidence of yourself as a unique individual, whose specific talents can improve education
- Evidence of yourself as a teacher leader

- Evidence of failures that led to personal learning and subsequent success

SOME RULES ABOUT CREATING AND PRESENTING YOUR PORTFOLIO

- **Write a short reflection for each artifact that you include in your portfolio, describing its importance in representing you as a teacher and learner. This will help you to remember key talking points.**
- **Organize your portfolio carefully, in a logical, thematic way that allows others to see the big picture of your work and also allows you to access individual artifacts easily.**
- **Don't present your entire portfolio to an interviewer unsolicited.**
- **Present individual portfolio artifacts to the interviewer to illustrate aspects of your work when they come up during conversation.**